Process	*Copy a journal with "Reverse Signs" option*
Process Number	*GL – 015*

Description of Process

Copy a journal using Reverse Signs option. This function is useful for manually recording reversing entries for journals that were posted in a prior accounting period that has been closed.

Input to Process

Existing journal that has posted to an accounting period that has already been closed, but has been authorized by a user at a supervisory level to be reversed.

Output of Process

Copy of original journal entry with the amounts reversed. The journal is now ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Process	Copy Journal

Business Process Description

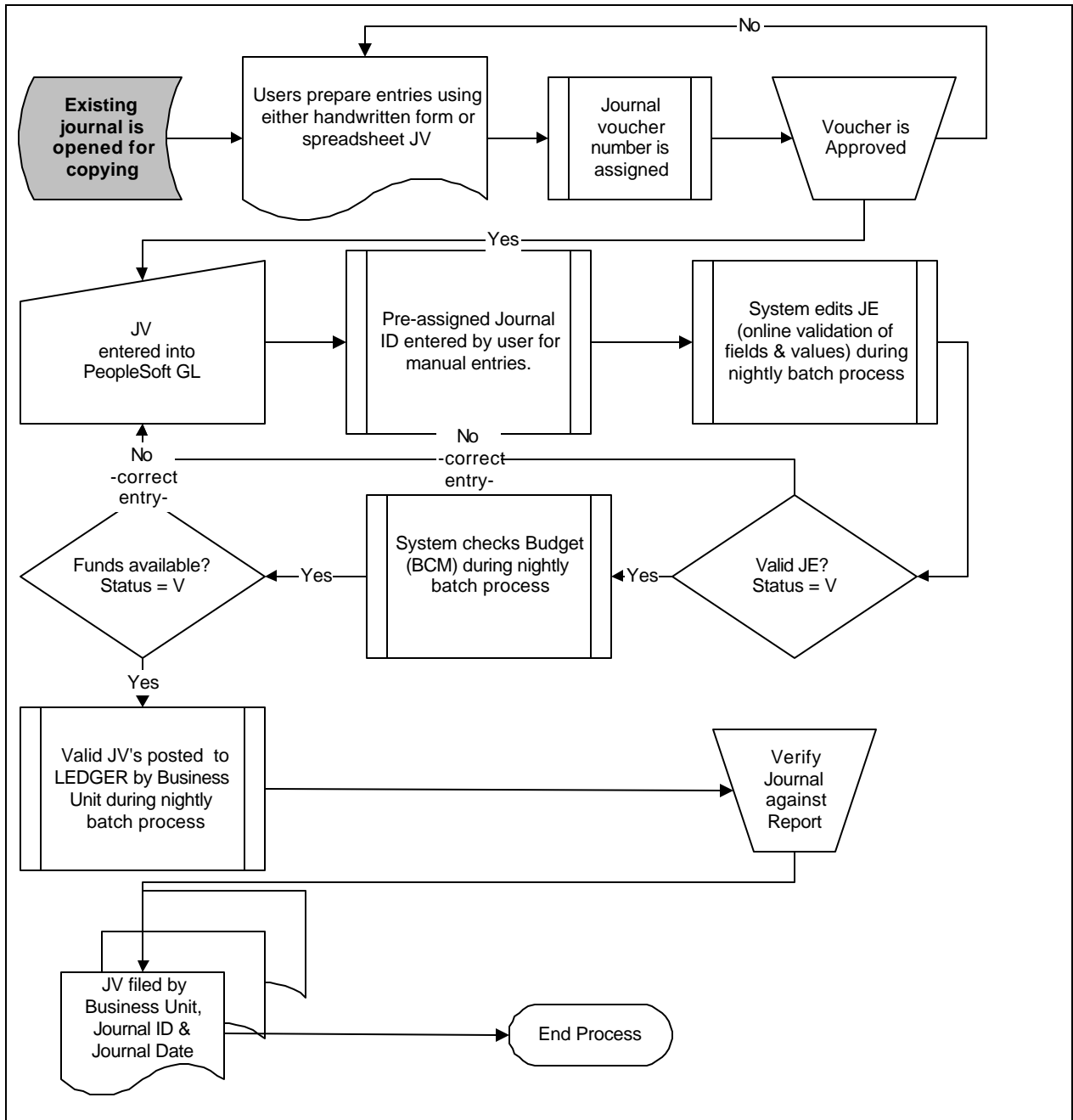| Process Description	Responsibility (Agency/Centralized)
Step 1: Select the appropriate Run Control Select the run control used to copy journals and click OK.	Agency
Step 2: Complete information on Copy Journals Panel Enter the Business Unit, Journal ID, and Journal Date for the journal from which you are copying. Enter the New Journal ID, Journal Date and Currency Effective Date for the new journal. The Journal Date and Currency Effective Date should be the same in all cases.	Agency
Step 3: Turn on the Reverse Signs option This option will reverse the signs for all debit and credit amounts on the new journal entry. In addition, an "R" will be displayed in the N/R field of the new journal, indicating that the signs have been reversed.	Agency
Step 4: Run the process Click the Run icon (traffic light) to initiate the process.	Agency
Step 5: Configure the Process Scheduler Set the Run Location to Client and the Output destination to File/Printer. Click OK to run the process.	Agency
Step 6: Verify that the journal has been copied Open the new journal created via copy using the Journal Entry – Base currency panel group to verify copy. The journal is now ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.	Agency

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

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                                                        No
Existing          Users prepare entries using      Journal          Voucher is
journal is        either handwritten form or       voucher          Approved
opened for        spreadsheet JV                   number is
copying                                            assigned
                                        Yes

JV                Pre-assigned Journal           System edits JE
entered into      ID entered by user for         (online validation of
PeopleSoft GL     manual entries.                 fields & values) during
                                                  nightly batch process
                            No
No                          -correct
-correct                    entry-
entry-
                  System checks Budget
Funds available?  (BCM) during nightly     Yes    Valid JE?
Status = V        batch process                   Status = V
        Yes               Yes

Valid JV's posted to                        Verify
LEDGER by Business                          Journal
Unit during nightly                         against
batch process                               Report

JV filed by
Business Unit,
Journal ID &                    End Process
Journal Date
```

Process Signoff

Tested By
Date Tested